



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
**DIVISION OF ACCOUNTING**

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THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3  
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**M E M O R A N D U M**

**TO:** All Department and School Fiscal Officers  
**FROM:** Trisha L. Neely, Director  
**DATE:** September 21, 2007  
**SUBJECT: DFMS-MOBIUS REPORTS TRAINING ANNOUNCEMENT**

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Six training classes for on-line Mobius reports will be conducted at the DTI Computer Lab, 801 Silver Lake Plaza, William Penn Building, in Dover on the following dates:

- Tuesday, October 9, 2007 from 2 to 4 PM (afternoon)
- Thursday, October 11, 2007 from 2 to 4 PM (afternoon)
- Wednesday, October 17, 2007 from 9 to 11 AM (morning)
- Monday, October 22, 2007 from 2 to 4 PM (afternoon)
- Wednesday, October 24, 2007 from 9 to 11 AM (morning)
- Tuesday, October 30, 2007 from 9 to 11 AM (morning)

Each class is approximately two hours, and you only need to attend one session.

This course is structured for new DFMS report users or for those needing refresher training. The course will cover the following topics: viewing reports, downloading data by using centrally defined policies (procedures that extract data from reports), and creating policies (for advanced users).

To ensure your seat in one of these classes, please complete and return the attached registration form by **October 5<sup>th</sup>**.

Attachment

## ATTACHMENT

### DFMS Reports User Training Form

Complete the form below with all information for your DFMS users. **Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number.**

**NOTE:** Use the TAB key, NOT the ENTER key to advance to the next field. No abbreviations, please.

*To add more attendees (lines), place your cursor on the far right (outside the grid box) and press return.*

First Name	Last Name	Organization Code	Phone	DFMS ACF2 Log-on	Training Date (AM or PM)
Example:					
Molly	Smith	25-05-01	744-1035	FFMSLAB	9/09 AM

**Return this form by “Close of Business” October 5, 2007:**

[Lewis.Brooks@state.de.us](mailto:Lewis.Brooks@state.de.us)

*For those without Internet or electronic file transfer capability, fax your form to:*

**FAX # 302-739-1200**

**All classes will be held at the Department of Technology and Information (DTI), 801 Silver Lake Plaza, William Penn Building, Dover. If you need directions or have questions, please contact Lewis Brooks at 302-672-5524.**

Other points of Contact for Mobius training:

- [Henry.Greene@state.de.us](mailto:Henry.Greene@state.de.us) or phone 302-739-9520 for installation or technical training issues.
- [Jerry.Minner@state.de.us](mailto:Jerry.Minner@state.de.us) or phone 302-672-5526 for security access and functional issues.